

<b>Process Name:</b> Purchasing		<b>Process Identifier:</b> PU	
<b>Sub-Process Name:</b> Goods Receipt		<b>Sub-Process Identifier:</b> PU-4	
<b>Sub-Process Purpose and Objectives:</b> To record the receipt of goods and/or services.			
<p><b>Sub-Process Description:</b> Goods that are received are inspected, and if the goods match the PO, terms and conditions, and are not damaged, then receipt information is entered into TOPS, the goods are distributed to the requestor, and the process flow transfers to the Invoice sub-process.</p> <p>If, however, there is a problem with the goods that are received, a course of action is determined and documented in the TOPS system. A vendor complaint may also be recorded in TOPS which triggers the Complaint sub-process. Some or all of the goods may be returned to the vendor. If any of the received goods are kept, then receipt information is entered into TOPS, the goods are distributed to the requestor, and the process flow transfers to the Invoice sub-process.</p>			
<b>Sub-Process Trigger(s):</b> Goods ordered via a PO are received		<b>Key Sub-Process Participants:</b>	
		<ul style="list-style-type: none"> <li>Receivers of goods/services</li> </ul>	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
Occurrences of goods receipt	Goods or services		Vendors
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Receipt transactions	Electronic		
Distributed goods	Goods or services		Receivers of goods/services

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<b>Performance Measures Tracked:</b>			
<b>Measure</b>	<b>Approx. Value</b>	<b>Target Value</b>	
<b>Laws, Regulations, and Policies That Govern Sub-Process:</b> Purchasing policy and State and federal code			
<b>Current Sub-Process Issues/Problems:</b>			
<b>Improvement Opportunities:</b>			
<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>		<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
On-line receipt of goods by utilizing self-service receiving functionality through a web browser or kiosk		Internet access and training may be issues in implementation	
<b>Applications that Support the Sub-process</b>			
<b>Application Name(s)</b> <i>(Internal name and vendor's name)</i>		<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>	
TOPS		TOPS is based on a system that was developed by Information Management Specialists, Inc.; the company conducts business under the name of Informs. Informs' name for the system is Advanced Government Purchasing System (AGPS). The system is written in COBOL and runs on a mainframe.	

